ADD AND UPDATE SCREENS ON THE ELECTRONIC TRANSACTION PROCESSING (ETP) SYSTEM WILL BE UNAVAILABLE ON TUESDAY, JULY 2, 2002

The add and update screens on the Electronic Transaction Processing (ETP) will be unavailable on Tuesday, July 2, 2002, from 12 p.m. to 1 p.m. (approximately one hour) for the American Electric Power (AEP) software migration to Production. The screens that are affected are:

B7 Add a vendor B7 Update a vendor B7 Add an accounting line B7 Update an accounting line B7 Initiate payments

This change and availability only affects the Building Lease Payment and utility payment processes. It does <u>not</u> affect the Contract and Payment Express processes.

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